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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 074

Job Vacancy

August 5, 2008

OPEN TO:	US Citizen Eligible Family Members (USEFMs) - All Agencies
POSITION:	Group Assistant FP-7*
OPENING DATE:	Tuesday, August 5, 2008
CLOSING DATE:	Wednesday, August 20, 2008
WORK HOURS:	Full-time; 40 hours/week
SALARY:	*Not-Ordinarily Resident: US \$32,864 (Starting annual salary) (Position Grade: FP-7 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Bogota is seeking an individual for the position of Group Assistant in the Drug Enforcement Administration Office (DEA).

BASIC FUNCTION OF POSITION

The incumbent provides clerical and administrative assistance as required to facilitate mission accomplishments. The employee assists as an investigative aide and as backup for sending cables and for daily printing of in-coming and out-

going cable traffic for both Assistant Regional Directors and office files.
Translates documents as needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(All applicants must meet all the requirements listed below in order to be considered for subject position)

- a. Education: Completion of High School is required.
- b. Prior Work Experience: One year of specialized experience in clerical duties and customer service is required.
- c. Language Proficiency: English Level IV (fluent) is required. Spanish Level II (limited knowledge) is required.
- e. Knowledge: Knowledge of general office procedures is required.
- f. Skills and abilities:
 - Excellent organizational and secretarial skills are required.
 - Must be proficient in typing.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Locally Employed Staff (LES) with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
6. Successful candidate must be able to obtain a Department of Justice Secret clearance. The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
7. Successful candidate must be able to complete a one year appointment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy

receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies.

5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“US Citizen EFM’s and EFM’s may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24 B-27

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, AUGUST 20, 2008

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.